



EXECUTIVE DIRECTOR
Conservation Technology Information Center
Job Description

As Executive Director, you will lead the Conservation Technology Information Center (CTIC) with support from staff and a board comprising individuals representing agricultural businesses and NGOs. You will build upon long-standing partnerships with government agencies, private foundations, academia, and the agri-business community to advance understanding and adoption of conservation practices and their beneficial impacts on water quality, soil health, and biodiversity – as well as their potential to mitigate and adapt to climate change. As Executive Director you will have the opportunity to engage with leaders in the world of agricultural sustainability, including participation on Field to Market’s Board of Directors. Anyone with interest in applying for the role should email a cover letter and CV to job-opportunities@ctic.org. Questions about the role can be directed to the Interim Executive Director, Dave Gustafson, at gustafson@ctic.org.

Culture

CTIC is a member-based non-profit, currently in its 40th year of operation. The organization is committed to diversity and equity as a cornerstone of meeting its mission. The CTIC team includes full-time staff and dedicated contractors located across the country.

RESPONSIBILITIES

Leadership & Management:

- Pursue grant and partnership opportunities as part of a long-term strategy to advance the understanding of conservation systems and their relationship to climate change and other key environmental challenges.
- Develop, maintain, and support a strong Board of Directors. Serve as ex-officio of the board and each committee; seek and build board involvement with strategic direction.
- Provide leadership in developing program, organizational and financial plans with the CTIC Board and staff, and carry out plans and policies authorized by the board.
- Engage with leaders from the agricultural community to advance conservation programs focused on regenerative agriculture, climate change, and sustainability.
- Develop relationships with local, state and national public agencies, including high-level officials of US Department of Agriculture and US Environmental Protection Agency.
- Maintain a working knowledge of significant developments and technology trends in the field.
- Supervise CTIC staff and its contractors.
- Ensure that sound human resource practices are in place.
- Encourage staff development and education, and assist staff in relating their specialized work to the organization’s mission.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people working as a team.

CTIC champions, promotes and provides information on technologies and sustainable agricultural systems that conserve and enhance soil, water, air and wildlife resources and are productive and profitable.

Communications

- Work with the CTIC Board to keep them informed of programs, projects, and status of the organization.
- Publicize CTIC activities, its programs and goals.
- Establish sound working relationships and cooperative arrangements with members and partners.
- Represent the programs and point of view of CTIC to agencies, organizations, and the general public.

Budget and finance

- Manage an operational budget of more than \$1 million
- Be responsible for developing and maintaining sound financial practices.
- Lead fundraising efforts by recruiting membership, sponsorship and major gifts
- Conduct official correspondence of the organization, and execute legal documents.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

Qualifications

As Executive Director, you will be goal-oriented and dedicated to building and maintaining partnerships. You will be the primary contact for new opportunities and bring with you strong connections to agricultural entities, including government, private foundations, and agribusiness. You must also have a firm understanding of federal granting requirements.

- Advanced degree with at least 5 years of management experience; track record of effectively leading an outcomes-based organization and staff.
- Connections to USDA, private foundations, and other relevant partners.
- Understanding of federal granting requirements with experience writing grant applications and managing funded grants.
- Thorough working knowledge of agriculture, and familiarity with agriculture conservation issues.
- Experience in strategic planning and leading multi-stakeholder partnerships and initiatives.
- Proven negotiation and partnership development skills.

Benefits

CTIC provides an excellent benefits package, including paid holidays, vacation and sick time; life insurance; short- and long-term disability; health reimbursement account or medical insurance; Simple IRA, bonus incentives; and a flexible, team-oriented work environment. Although the CTIC office is located in West Lafayette IN (near Purdue), the Executive Director role can be remote – so long as there are regular (e.g. quarterly) visits to meet with staff in-person. Given the location of CTIC's primary network of partners, the role would be best conducted from the Midwest or East Coast.

CTIC champions, promotes and provides information on technologies and sustainable agricultural systems that conserve and enhance soil, water, air and wildlife resources and are productive and profitable.